THE NAVAJO NATION Department of Personnel Management JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	OOC0286955				Dat	te Posted:	08/27/12
POSITION NO:	240948				Clo	sing Date:	09/10/12
CLASS CODE:	1510					_	
POSITION TITLE:		ACCOUNTING MANAGER					
DEPARTMENT NAME:		Office of the Controller/Investments Section					
DEPARTMENT NO:	28	WORKSITE LOCATION:		Windo	w Roc	k, Arizona	
WORKS DAYS/HOURS:		POSITION TYPE:		GRADE:			R69A
Days: Monday-Friday		Permanent: <a>Image: Image: Im			SA	LARY:	
Hours: 8am	- 5pm	Temporary: □	Duration:		\$_	58,281.60	Per Annum
		Part-Time: □	No. of Hrs/Wk:	40	\$	28.02	Per Hour

DUTIES AND RESPONSIBILITIES:

Plans, supervises and coordinates the dealing of a accounting responsible for recording, maintaining and providing of governmental accounting data related to Navajo Nation fiscal operations; work with the external auditors regarding questions and issues of all the funds being invested and managed. Supervise Investment Section with internal and external investments. Monitor financial conditions of selected institutions; analyze current position of investment portfolio and analyze ratio. On a daily basis monitor the investment activities of the external investment management firms, monitor the various investment indexes (Dow Jones Industrial Average, S&P500 and others) and provide feedback to management on the investment changes. Attend Navajo Nation Investment Committee meetings, to present investment reports. Work with Navajo Nation Investment Committee on investment issues. Review and presents financial reports including expenditures, commitments, and revenues data; formulate and integrate budgetary controls; interprets and implements new accounting standards; knowledge of the purposes and history of all funds within the Navajo Nation in order to properly develop investment guidelines and asset allocation for the intend use of those funds and to monitor their investment performance. Manage staff so that accurate internal ledgers and reports are maintained and are reconciled periodically with reports generated by the financial accounting system; this is for all funds within the Navajo Nation. Participates in routine organizational and procedural analysis; performs special projects; serves as departmental coordinator of related committees and task forces; advise organizational units on accounting policies and procedures; may be delegated in the absence of Controller.

QUALIFICATION REQUIREMENTS:

Education, Training and Experience:

A Bachelor's Degree in Accounting, Finance, Business Administration, or closely related field; and seven (7) years of progressively responsible or expansive administrative or management work experience involving financial and accounting systems, budget and fiscal policy analysis, and information systems; four (4) years of which must have been in a supervisory capacity; <u>or</u> a Master's degree in Accounting, Finance, Business Administration or closely related field; and six (6) years of progressively responsible or expansive administrative or management work experience involving financial and accounting systems, budget and fiscal policy analysis, and information systems; four (4) years of which must have been in a supervisory capacity.

(To receive full credit for education/training, applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of Generally Accepted Accounting Principles (GAAP); Knowledge of Investment Portfolio Theory; Knowledge of computerized accounting systems and applications including Microsoft Office Suite; Skill in public relations/customer service and presentations; Skill in developing and maintaining spreadsheets & databases.

License/Certification Requirements:

PREFERRED: A valid state drivers license.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99